

**RECORDS RETENTION
AND
DISPOSITION SCHEDULE
AMENDMENT
COUNTY SHERIFF'S OFFICE**



Issued By:

North Carolina Department of Cultural Resources
Division of Archives and History
Archives and Records Section
Government Records Branch

September 28, 2009

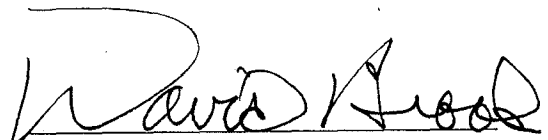
RETENTION AND DISPOSITION SCHEDULE AMENDMENT

COUNTY SHERIFF'S OFFICE

Amend the records retention and disposition schedule for County Sheriff's Office by amending item 89, Sexual Offender Records, as shown on new page 64 and 64a dated September 17, 2009.

APPROVAL RECOMMENDED

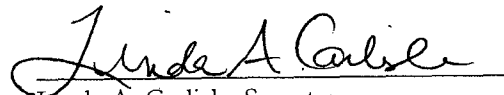
County Sheriff



David Brook, Director
Division of Historical Resources

APPROVED

Chairman, Bd. County Commissioners



Linda A. Carlisle, Secretary
Department of Cultural Resources

September 28, 2009

ITEM #	STANDARD-6: PROGRAM OPERATIONAL RECORDS: SHERIFF RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
89.	SEXUAL OFFENDER RECORDS Records concerning sexual offenders living within jurisdiction.	a) Destroy in office records of persons registered in the "Sex Offender and Public Protection Program" after court petition and review by the State; or after 30 years or length of court order, whichever is greater; or when individual is known dead. b) Destroy in office records of persons registered in the "Sexually Violent Predator Program" when individual is known dead or after 90 years.	
90.	SHIFT ASSIGNMENT RECORDS Schedules assigning officers to the shifts they will be working. May include special assignments for extra work.	Destroy in office when superseded or obsolete.	
91.	SPECIAL ORDER RECORDS Special orders issued by sheriff concerning the adoption or revision of policy and established procedures on department, division, section, or individual level.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
92.	STATISTICAL REPORTS Statistical reports and summaries of all law enforcement activities undertaken by sheriff's office. May include copies of uniform crime reports submitted to the N.C. Department of Justice.	Follow disposition instructions for REPORTS AND STUDIES (INTERNAL ADMINISTRATION) item 42, page 8.	
93.	TELETYPES FILE Teletype notices received from or sent to various law enforcement agencies concerning lost property, wanted persons, arrests, missing persons, and other related topics.	Destroy in office when administrative value ends.	

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94.	TOWED/SEIZED VEHICLE INVENTORIES Inventories of towed and seized vehicles.	Destroy in office after 1 year.	